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http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46003101&Dpt=CI&RngHigh=48702110	
B2 Consumer Standards and Billing Practices for Electric & Gas Residential Service (R 460.101 R 460.169)	B-3.00
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B7 Rules and Regulations Governing Animal Contact Current Mitigation (Stray Voltage)	B-8.00
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B13 Preservation of Records of Electric, Gas, and Water Utilities (R 460.2501 - R 460.2582)	B-11.00
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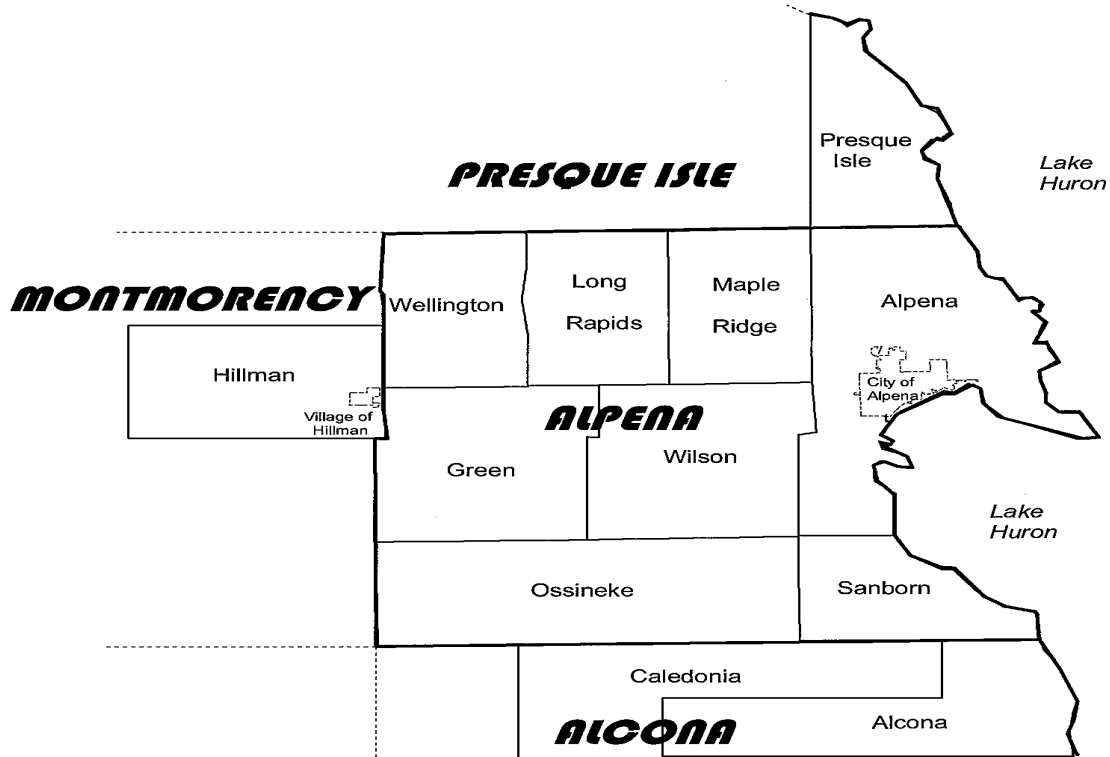
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DESCRIPTION OF TERRITORY SERVED
 Unincorporated Villages

County	Cities	Unincorporated Villages	Townships
Alcona			Alcona Caledonia
Alpena	Alpena		Alpena Green Long Rapids Maple Ridge Ossineke Sanborn Wellington Wilson
Montmorency		Hillman	Hillman
Presque Isle			Presque Isle

TERRITORY MAP

Alpena Power Company Service Area



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DEFINITIONS, TECHNICAL TERMS AND ABBREVIATIONS

When used in Rates or Standard Rules and Regulations, the following terms and abbreviations shall have the meanings defined below:

- Acceptable to the Commission - A Commission order has been obtained.
- Approved by the Commission - A Commission order has been obtained.
- Advance - For the purposes of deposits and contributions, "in advance" means in advance of commencement of construction; however, under no circumstances will the meter(s) be set or the system energized until the required deposit or contribution has been made.
- Ampere (A) - Unit of electrical current.
- Applicant - Any person, firm or corporation applying for electrical service from the Company at one location.
- Billing Error - An undercharge or overcharge that is caused by any of the following:
1. An inaccurate actual meter read.
2. An inaccurate remote meter read.
3. An incorrect use of meter constants.
4. An incorrect calculation of the applicable rate.
5. A switched meter.
6. An incorrect application of the rate schedule.
7. Any other similar act or omission by the Company in determining the amount of a customer's bill.
An undercharge or overcharge that is caused by a nonregistering meter, a metering inaccuracy, or the use of an estimated meter read or a customer read is not a billing error.
- Commission - The Michigan Public Service Commission.
- Company - Alpena Power Company.
- Connected Load - A customer's connected load is the sum of the continuous rated capacities of the electric power consuming devices on his or her premises that are connected to the Company's electrical system, expressed in kilowatts.

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DEFINITIONS, TECHNICAL TERMS AND ABBREVIATIONS

(Continued from A-15.00)

- Customer - except as used in Sheet No. E-2.00, any person, firm, association, or corporation or any agency of the federal, state, county, or municipal government that purchases electric service supplied by the Company.
- Demand - The load at the terminals of an installation or system averaged over a specified period of time. Demand is expressed in kilowatts, kilovolt-amperes, or other suitable units.
- Electric Plant - All real estate, fixtures, or property that is owned, controlled, operated, or managed in connection with, or to facilitate the production, transmission, and delivery of, electric energy.
- Energy - Current consumed, expressed in kilowatt-hours.
- Estimated Billing - A bill rendered by the Company for energy use which is not calculated or computed by employing an actual reading of a meter or other measuring device.
- File - To deliver to the Commission's Executive Secretary.
- Hertz (Hz) - Cycle per second.
- Horsepower (Hp) - Unit of mechanical power equivalent to 746 watts.
- Kilovolt-Ampere (kVA) - The product of volts and amperes, divided by 1000.
- Kilowatt (kW) - Unit of electrical power, representing rate of usage of energy, equivalent to 1000 watts, or about 1-1/3 horsepower.
- Kilowatt-hour (kWh) - Unit of electrical energy equivalent to the use of one kilowatt for one hour.
- Lumen - Unit of output of a light source.
- Meter - Unless otherwise qualified, a device that measures and registers the integral of an electrical quantity with respect to time.

(continued on Sheet No. A-17.00)

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DEFINITIONS, TECHNICAL TERMS AND ABBREVIATIONS

(Continued from Sheet No. A-16.00)

- Metering Inaccuracy - A failure to accurately measure and record all of the electrical quantities that are required by the applicable rate or rates.
- Meter Shop - A shop where meters are inspected, repaired, and tested. A meter shop may be at a fixed location or may be mobile.
- Month - Unless preceded by the word "calendar" the term "month" shall refer to a "billing month".
- Power Factor - Ratio of kilowatt power to kilovolt-ampere apparent power.
- Premises - An undivided piece of land that is not separated by public roads, streets, or alleys.
- Submit - To deliver to the Commission's designated representative.
- Utility - An electric company, whether private, corporate, or cooperative, that operates under the jurisdiction of the Commission.
- Volt (V) - Unit of electrical force.
- Watt (W) - Unit of electrical power.

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SECTION B

ADMINISTRATIVE RULES INDEX

B1. SERVICES SUPPLIED BY ELECTRIC UTILITIES (R 460.3101 - R 460.3804) (FOR ALL CUSTOMERS)

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46003101&Dpt=CI&RngHigh=48702110

PART 1. GENERAL PROVISIONS

R 460.3101 Applicability; purpose; modification; adoption of rules and regulations by utility.
R 460.3102 Definitions.

PART 2. RECORDS AND REPORTS

R 460.3201 Records; location; examination.
R 460.3202 Records; preservation.
R 460.3203 Documents and information; required submission.
R 460.3204 Customer records; retention period; content

PART 3. METER REQUIREMENTS

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R 460.3303 Meter reading data.
R 460.3304 Meter data collection system.
R 460.3305 Meter multiplier.
R 460.3308 Standards of good practice; adoption by reference.
R 460.3309 Metering inaccuracies; billing adjustments

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R 460.3409 Protection of utility-owned equipment on customer's premises.
R 460.3410 Extension of facilities plan.
R 460.3411 Extension of electric service in areas served by 2 or more utilities.

PART 5. ENGINEERING

R 460.3501 Electric plant; construction, installation, maintenance, and operation pursuant to good engineering practice required.
R 460.3502 Standards of good practice; adoption by reference.
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R 460.3504 Electric plant inspection program.
R 460.3505 Utility line clearance program.

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SECTION B

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(Continued from Sheet No. B-1.00)

B1. SERVICES SUPPLIED BY ELECTRIC UTILITIES (R 460.3101 - R 460.3804) (FOR ALL CUSTOMERS) (continued)

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46003101&Dpt=CI&RngHigh=48702110

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- R 460.3601 Customer-requested meter tests.
- R 460.3602 Meter and associated device inspections and tests; certification of accuracy.
- R 460.3603 Meters with transformers; post-installation inspection; exception.
- R 460.3604 Meters and associated devices; removal tests.
- R 460.3605 Metering electrical quantities.
- R 460.3606 Nondirect reading meters and meters operating from instrument transformers; marking of multiplier on instruments; marking of charts and magnetic tapes; marking of register ratio on meter registers; watthour constants.
- R 460.3607 Watthour meter requirements.
- R 460.3608 Demand meters, registers, and attachments; requirements.
- R 460.3609 Instrument transformers used in conjunction with metering equipment; requirements; phase shifting transformers; secondary voltage.
- R 460.3610 Portable indicating voltmeters; accuracy.
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- R 460.3613 Metering equipment testing requirements.
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STANDARDS OF QUALITY OF SERVICES

- R 460.3701 Alternating current systems; standard frequency.
- R 460.3702 Standard nominal service voltage; limits; exceptions.
- R 460.3703 Voltage measurements and records.
- R 460.3704 Voltage measurements; required equipment; periodic checks; certificate or calibration card for standards.
- R 460.3705 Interruptions of service; records; planned interruption; notice to commission.

(continued on Sheet No. B-3.00)

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SECTION B

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B1. SERVICES SUPPLIED BY ELECTRIC UTILITIES (R 460.3101 - R 460.3804) (FOR ALL CUSTOMERS) (continued)

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46003101&Dpt=CI&RngHigh=48702110

- PART 8. SAFETY**
R 460.3801 Protective measures.
R 460.3802 Safety program.
R 460.3803 Energizing services.
R 460.3804 Accidents; notice to commission.

B2. CONSUMER STANDARDS AND BILLING PRACTICES FOR ELECTRIC AND GAS RESIDENTIAL SERVICE (R460.101 - R 460.169)

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46000101&Dpt=CI&RngHigh=48702110

- PART 1. GENERAL PROVISIONS**
R 460.101 Application of rules.
R 460.102 Definitions.
R 460.103 Discrimination prohibited.
R 460.104 Conduct of proceedings.
R 460.105 Additional rules.

- PART 2. APPLICATION FOR SERVICE**
R 460.106 Service requests for new or previous customers.
R 460.107 Applicant information.

- PART 3. DEPOSITS AND GUARANTEE TERMS AND CONDITIONS**
R 460.108 Prohibited practices.
R 460.109 Deposit for new customer.
R 460.110 Deposit for a previous customer or for continued service.
R 460.111 General deposit conditions.
R 460.112 Guarantee terms and conditions.

- PART 4. METER READING PROCEDURES, METER ACCURACY, METER ERRORS, AND RELOCATION**
R 460.113 Actual and estimated meter reading.
R 460.114 Company representative identification.
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**B2. CONSUMER STANDARDS AND BILLING PRACTICES FOR ELECTRIC AND GAS
RESIDENTIAL SERVICE (R460.101 - R 460.169) (continued)**

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46000101&Dpt=CI&RngHigh=48702110

PART 5.	BILLING AND PAYMENT STANDARDS
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R 460.118	Equal monthly billing.
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R 460.120	Payment of bill.
R 460.121	Payment period.
R 460.122	Allowable charges.
R 460.123	Bill information.
R 460.124	Separate bills.
R 460.125	Billing for non-tariff services.
R 460.126	Billing error.
PART 6.	VOLUNTARY TERMINATION OF SERVICE
R 460.127	Voluntary termination.
PART 7.	UTILITY PROCEDURES
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R 460.129	Complaint procedures.
R 460.130	Personnel procedures.
R 460.131	Publication of procedures.
R 460.132	Access to rules and rates.
R 460.133	Reporting requirements.
R 460.134	Inspection.
R 460.135	Customer access to consumption data.
PART 8.	PROCEDURES FOR SHUTOFF AND RESTORATION OF SERVICE
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R 460.137	Shutoff permitted.
R 460.138	Notice of shutoff.
R 460.139	Form of notice.
R 460.140	Time of shutoff.
R 460.141	Manner of shutoff.
R 460.142	Manner of shutoff for service provided with remote shutoff and restoration capability.
R 460.143	Shutoff prohibited.
R 460.144	Restoration of service.

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**B2. CONSUMER STANDARDS AND BILLING PRACTICES FOR ELECTRIC AND GAS
RESIDENTIAL SERVICE (R460.101 - R 460.169) (continued)**

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46000101&Dpt=CI&RngHigh=48702110

PART 9. ENERGY ASSISTANCE AND SHUTOFF PROTECTION PROGRAMS

- R 460.145 Listing of energy assistance programs.
- R 460.146 Notice of energy assistance programs.
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- R 460.148 Winter protection plan for low-income customers.
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- R 460.152 Utility hearing and hearing officers.
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- R 460.158 Informal appeal.
- R 460.159 Filing procedures.
- R 460.160 Informal appeal procedures.
- R 460.161 Interim determination.
- R 460.162 Appeal review.
- R 460.163 Shutoff pending decision.
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- R 460.169 Scope of rules.

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B3. UNCOLLECTIBLES ALLOWANCE RECOVERY FUNDS (R 460.2601 - R 460.2625)
http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46002601&Dpt=CI&RngHigh=48702110

- PART 1. GENERAL PROVISIONS**
R 460.2601 Application of rules.
R 460.2602 Definitions.
- PART 2. UNCOLLECTIBLES ALLOWANCE RECOVERY FUND**
R 460.2621 Uncollectibles allowance recovery fund.
R 460.2622 Annual deposits.
R 460.2623 Notice of deposit.
R 460.2624 Disputes; procedure for resolution.
R 460.2625 Disbursement of funds.

B4. BILLING PRACTICES APPLICABLE TO NON-RESIDENTIAL ELECTRIC AND GAS CUSTOMERS (R 460.1601 - R 460.1640)
http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46001601&Dpt=LG&RngHigh

- PART 1. GENERAL PROVISIONS**
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R 460.1602 Definitions.
R 460.1603 Discrimination prohibited.
R 460.1604 Form of proceedings.
R 460.1605 Additional rules.
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- PART 3. GENERAL CUSTOMER DEPOSIT CONDITIONS.**
R 460.1607 Customer deposits.
- PART 4. METER READING, ESTIMATED BILLS, BILLING ADJUSTMENTS, VOLUNTARY TERMINATION, AND METER RELOCATION.**
R 460.1608 Meter reading interval and estimated bills.
R 460.1609 Metering inaccuracies; billing adjustments.
R 460.1610 Voluntary termination.
R 460.1611 Meter or facilities relocation charge.

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B4. BILLING PRACTICES APPLICABLE TO NON-RESIDENTIAL ELECTRIC AND GAS CUSTOMERS (R 460.1601 - R 460.1640) (continued)

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46001601&Dpt=LG&RngHigh

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| PART 5. | BILLING AND PAYMENTS. |
| R 460.1612 | Cycle billing. |
| R 460.1613 | Billing information. |
| R 460.1614 | Discounts and late payment charges. |
| R 460.1615 | Delivery and payment of bills. |
| R 460.1616 | Billing for unregulated service. |
| R 460.1617 | Billing errors. |
|
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| PART 6. | CUSTOMER RELATIONS AND UTILITY PROCEDURES. |
| R 460.1618 | Selection of rate, customer information, and service. |
| R 460.1619 | Inspection |
| R 460.1620 | Customer access to consumption data. |
| R 460.1621 | Servicing utility equipment on customer's premises. |
| R 460.1622 | Customer complaints; investigation; records. |
| R 460.1623 | Records and reports. |
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| PART 7. | SHUTOFFS AND RESTORATION. |
| R 460.1624 | Notice of shutoff. |
| R 460.1625 | Denial or shutoff of service to customers. |
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| PART 8. | DISPUTED CLAIMS, HEARINGS, AND SETTLEMENT AGREEMENTS. |
| R 460.1628 | Disputed claim. |
| R 460.1629 | Settlement agreement. |
| R 460.1630 | Default of settlement agreement. |
| R 460.1631 | Informal hearing and hearing officers. |
| R 460.1632 | Notice of hearing. |
| R 460.1633 | Hearing procedures. |
| R 460.1634 | Informal appeal procedures. |
| R 460.1635 | Interim determination. |
| R 460.1636 | Appeal review. |
| R 460.1637 | Shutoff pending decision. |
| R 460.1638 | Informal appeal decision. |
| R 460.1639 | Failure to comply with informal appeal decision. |
| R 460.1640 | Scope of Rules. |

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B8. ELECTRIC INTERCONNECTION AND NET METERING STANDARDS (R 460.601 - R 460.656)
http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46000601&Dpt=LG&RngHigh

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- R 460.601b Definitions J-Z
- R 460.602 Adoption of standards by reference.
- R 460.604 Prohibited practices.
- R 460.606 Designated point of contact.
- R 460.608 Alternative dispute resolution.
- R 460 610 Appointment of experts.
- R 460 612 Waivers.

PART 2. INTERCONNECTION STANDARDS

- R 460 615 Electric utility interconnection procedures.
- R 460 618 Interconnection fees.
- R 460 620 Application and interconnection process.
- R 460 622 Modifications to project.
- R 460.624 Insurance.
- R 460.626 Disconnection.
- R 460.628 Easements and rights-of-way.

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- R 460 640 Application process.
- R 460 642 Net metering application and fees.
- R 460 644 Program size.
- R 460 646 Generation and net metering equipment.
- R 460.648 Meters.
- R 460.650 Billing and credit for true net metering customers.
- R 460.652 Billing and credit for modified net metering customers.
- R 460.654 Renewable energy credits.
- R 460.656 Penalties.

B9. SERVICE QUALITY AND RELIABILITY STANDARDS FOR ELECTRIC DISTRIBUTION SYSTEMS (R460.701 - R460.752)

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46000701&Dpt=CI&RngHigh=48702110

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- R 460.701 Application of rules.
- R 460.702 Definitions.
- R 460.703 Revision of tariff provisions.

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ADMINISTRATIVE RULES INDEX
(Continued from Sheet No. B-9.00)

B9. SERVICE QUALITY AND RELIABILITY STANDARDS FOR ELECTRIC DISTRIBUTION SYSTEMS (R460.701 - R460.752) (continued)
http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46000701&Dpt=CI&RngHigh=48702110

- PART 2. UNACCEPTABLE LEVELS OF PERFORMANCE**
R 460.721 Duty to plan to avoid unacceptable levels of performance.
R 460.722 Unacceptable levels of performance during service interruptions.
R 460.723 Wire down relief requests.
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R 460.731 Deadline for filing annual reports.
R 460.732 Annual report contents.
R 460.733 Availability of records.
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- PART 4. FINANCIAL INCENTIVES AND PENALTIES**
R 460.741 Approval of incentives by the commission.
R 460.742 Criteria for receipt of an incentive.
R 460.743 Disqualification.
R 460.744 Penalty for failure to restore service after an interruption due to catastrophic conditions.
R 460.745 Penalty for failure to restore service during normal conditions.
R 460.746 Penalty for repetitive interruptions of the same circuit.
R 460.747 Multiple billing credits allowed.
R 460.748 Effect in other proceedings.
- PART 5. WAIVERS AND EXCEPTIONS**
R 460.751 Waivers and exceptions by electric utilities.
R 460.752 Proceedings for waivers and exceptions.

ADDITIONAL ADMINISTRATIVE RULES

*Waivers may have been granted by the Commission to the Company for certain portions of the administrative rules below.

(continued on Sheet No. B-11.00)

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- B10. PRACTICE AND PROCEDURE BEFORE THE COMMISSION (R 460.17101 - R 460.17701)**
http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46017101&Dpt=CI&RngHigh=48702110
- B11. FILING PROCEDURES FOR ELECTRIC, WASTEWATER, STEAM, AND GAS UTILITIES (R 460.2011 - R 460.2031)**
http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46002011&Dpt=CI&RngHigh=48702110
- B12. RESIDENTIAL CONSERVATION PROGRAM STANDARDS (R 460.2401 - R 460-2414)**
http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46002401&Dpt=CI&RngHigh=48702110
- B13. PRESERVATION OF RECORDS OF ELECTRIC, GAS AND WATER UTILITIES (R460.2501 - R 460.2582)**
http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46002501&Dpt=CI&RngHigh=48702110
- B14. UNIFORM SYSTEM OF ACCOUNTS FOR MAJOR AND NONMAJOR ELECTRIC UTILITIES (R 460.9001)**
http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46009001&Dpt=CI&RngHigh=48702110
- B15. RATE CASE FILING REQUIREMENTS FOR MAJOR ELECTRIC UTILITIES**
http://www.cis.state.mi.us/mpsc/orders/archive/pdfs/U-4771_05-10-1976.PDF

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SECTION C

STANDARD RULES AND REGULATIONS

INTRODUCTION

- A. These Rules and Regulations set forth the terms and conditions under which electric service will be provided by the Company. They shall apply to all classes of service and shall govern the terms of all contracts for such service except that the Company reserves the right to enter into special contracts subject to the general regulations of the Michigan Public Service Commission. Failure of the Company to enforce any of the terms of these Standard Rules and Regulations shall not be deemed as a waiver of the right to do so.
- B. Any promises or agreements made by agents or employees of the Company which are not in conformance with these Standard Rules and Regulations nor with the terms of special contracts executed by authorized representatives of the Company shall not have binding effect on the Company.
- C. No ownership rights in any facilities provided by the Company shall pass to any person as a result of any contribution or deposit made under these rules. No deposits or contributions made by customers shall be refundable unless expressly so provided in these rules.
- D. Copies of the Company's Standard Rules and Regulations and Rate Schedules for electric service, as filed with the Michigan Public Service Commission, are open to public inspection at the Company's offices and are available upon request.

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TERMS AND CONDITIONS OF SERVICE

- A. ELECTRIC SERVICE** - Each applicant for electric service will be required to sign the Company's "Application For Electric Service". Acceptance of service, with or without a signed application, shall be subject to compliance with the terms of the Standard Rules and Regulations and Rate Schedules as filed with the Michigan Public Service Commission.
- B. OWNERSHIP AND RESPONSIBILITY**
- 1. COMPANY OWNED FACILITIES** - The Company will normally install, own, operate and maintain all distribution facilities on the supply side of the point of attachment as shown on the Company's Standard Drawings, including metering equipment. All service entrance conductor wiring from a point of connection to the Company's service line at a location satisfactory to the Company shall be the responsibility of the customer. If building modifications hinder access to metering facilities, create a hazardous condition, or cause a violation of code, the customer will be responsible for all costs incurred by the Company to correct these conditions.
 - a. ACCESS TO PREMISES** - The customer shall provide at no expense to the Company suitable space with provisions for installation and maintenance of the Company's facilities on the customer's premises. Authorized agents of the Company shall have access to the premises at all reasonable times to install, read, repair or remove its meters; to install, operate or maintain other Company property; to perform tree-trimming and brushing to maintain line clearance standards; to determine the connected electrical load; and to inspect the customer's facilities. Authorized employees and agents shall carry identification furnished by the Company and shall display it upon request. Failure to provide access for any of the above reasons may result in termination of service, and assurance of access may be required before service is restored.
 - b. USE OF FACILITIES** - The Company will not allow use of its poles or other facilities by others for installations or attachments of any kind without written authorization from the Company. This includes, but is not limited to, electrical or communication equipment, lights, signs, and fences. The Company assumes no liability for property owned by others attached to its facilities. Unauthorized attachments to Company facilities may be removed by the Company.
 - c. PROTECTION** - The customer shall use reasonable diligence to protect the Company's facilities located on the customer's premises, and to prevent tampering or interference

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TERMS AND CONDITIONS OF SERVICE
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with such facilities. The Company may discontinue service in accordance with any applicable rules of the Michigan Public Service Commission, in case the meter or wiring on the customer's premises has been tampered with or altered in any manner to allow unmetered or improperly metered energy to be used. In case of such unauthorized use of service, the Company will continue service only after the customer has agreed to pay for the unmetered energy used, pay all costs of discovery and investigation including rewards for discovery, and make provisions and pay charges for an outdoor meter installation or other metering changes as may be required by the Company. Failure to enter into such an agreement or failure to comply with the terms of such an agreement shall be cause to discontinue service in accordance with any applicable rules of the Company or Commission. Restoration of service will be made upon receipt of reasonable assurance of the customer's compliance with the Company's approved Standard Rules and Regulations.

- 2. CUSTOMER OWNED FACILITIES** - The Company reserves the right to deny or terminate service to any customer whose wiring or equipment shall constitute a hazard to the Company's employees or equipment or its service to others. However, it disclaims any responsibility to inspect customer's wiring, equipment or any subsequent wiring changes or modifications and shall not be held liable for any injury or damage or billing errors resulting from the condition thereof.
- a. The customer shall be responsible for inadequate performance of such facilities. Before purchasing equipment or installing wiring, it shall be the customer's responsibility to check with the Company as to the characteristics of the service available. Any changes required to bring customer's service into compliance with code will be paid for by the customer. The Company reserves the right to make reasonable service charges for work performed by Company personnel resulting from malfunction of the customer's facilities.
 - b. The customer shall be responsible for notifying the Company of any additions to or changes in the customer's equipment which might exceed the capacity of the Company's facilities, or otherwise affect the quality of service. The customer shall also be responsible for the installation of auxiliary or standby equipment and of alarms and protective devices as required to provide reasonable protection in the event of disturbance or interruption of electrical service. The customer shall install and maintain the necessary devices to protect his equipment against service interruptions and other disturbances on the Company's system, as well as the necessary devices to protect the Company's facilities against overload caused by the customer's equipment. Characteristics and installation of all such equipment or devices shall meet the approval of the Company.

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- c. Existing customer electrical service equipment that has been disconnected from the Company's facilities for sixty or more continuous days must be reinspected by the state or local electrical inspector having jurisdiction for electrical inspections in the area that the existing service is located prior to being reconnected to the Company's facilities. The customer shall be responsible for scheduling the inspection and shall pay for all costs associated with the inspection. The Company shall not reconnect the service until it receives authorization to do so from the appropriate electrical inspector.
- C. USE OF SERVICE** - Each customer shall, as soon as electric service becomes available, purchase from the Company practically all electric energy used on the premise, and shall become liable for all charges incurred in the purchase of said electrical energy from the Company. Standby and/or supplemental on-site generation may be utilized only if approved by the Company and properly connected so as to prevent parallel operations with the Company's system.
- 1. NOTICE OF INTENT**
- a. **APPLICATION** - Prior to use of electric service, each customer shall make proper application to the Company, and shall furnish all reasonable information required by the Company. Failure to comply with this requirement may result in refusal by the Company to provide service.
- Any customer using service without first notifying and enabling the Company to establish a beginning meter reading may be held responsible for any amounts due for service supplied to the premises from the time of last reading reported immediately preceding his occupancy.
- b. **TERMINATION** - Any customer desiring termination of service shall so notify the Company a minimum of five (5) working days in advance so the service may be discontinued on a mutually agreeable date. Customers failing to give proper notice of intent to vacate the premises may be held responsible for use of service until a meter reading acceptable to the Company is obtained.
- 2. CONDITIONS OF USE** - The customer shall not use the service in any way that causes a safety hazard, endangers the Company's facilities, or disturbs service to other customers. Failure to comply with this provision may result in discontinuance of the customer's service. The customer shall install only such motors or other apparatus or appliances as are suitable for operation with the character of the service supplied by the Company, and electric energy must not be used in such a manner as to cause detrimental voltage fluctuations or disturbances in the Company's distribution system.

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3. NONSTANDARD SERVICE

- a. NONSTANDARD VOLTAGE REQUIREMENTS** - The customer shall be liable for the cost of any special installation necessary to meet particular requirements for service at other than standard voltages or for the supply of closer voltage regulation than required by standard practice.
- b. EXTRAORDINARY FACILITY REQUIREMENTS AND CHARGES** - The Company reserves the right to charge a monthly extraordinary facilities charge or to make special contractual arrangements when, in the opinion of the Company, extraordinary facilities are required by the customer. Extraordinary facilities include, but are not limited to, the following:
- (1) Facilities required to accommodate a customer whose capacity requirements exceed 1,000 kW.
 - (2) Facilities required to accommodate a customer whose establishment is remote from the Company's existing suitable facilities.
 - (3) Facilities required to accommodate a customer's service requirements necessitating unusual investment by the Company and/or not normally provided by the Company.
 - (4) Facilities required to accommodate a customer's service which may be of a short-term, temporary or transient nature.
 - (5) Facilities required to avoid disturbing the service to others.

The Company shall build, own and maintain all such facilities, to and including any substation required at the customer's premises. The customer will have the following options:

- (1) Pay a monthly extraordinary facilities charge equal to 2 percent of the Company's total investment in such facilities, or
- (2) Make special contractual arrangements as to the provision of necessary service facilities, duration of contract, minimum bills, or other service conditions.

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4. **RESALE OF ELECTRIC ENERGY** - The customer shall not resell to, or share with others, any electric service furnished by the Company under the terms of its filed Rate Schedules (except Rate Schedules applicable to such resale of energy), unless otherwise authorized by the Michigan Public Service Commission.
5. **SERVICE TO SINGLE METERING POINTS** - Where resale of electric service exists, the Company will be under no obligation to furnish or maintain meters or other facilities for the resale of service by the reselling customer to the ultimate user.

Electric service will no longer be granted where connection is made to a single metering point for the purpose of resale to the reselling customer's ultimate user. Each user will be metered as an individual unit. For the purposes of this rule, resale will also include sales where the electric service is included in the rent.

6. **SERVICE REQUIREMENTS** - The customer may be required to provide, at no expense to the Company, space for Company facilities on the customer's premises.

Where a suitable distribution line is available, the Company shall install service connections from its distribution lines to a suitable point of attachment on the customer's premises designated by the Company. Where the customer requests a point of attachment other than that specified by the Company, and such alternative point of attachment is approved by the Company, the additional cost resulting therefrom shall be borne by the customer. This includes, but is not limited to, the cost of installing additional intermediate supports, wires or fixtures necessary to reach the point of attachment requested by the customer.

For overhead service, the location of the point of attachment must be such that the Company's service conductors can be installed without attachment to the building in any other locations.

For underground service, the point of attachment may be on the building, meter pedestal, or other agreed point.

Service will be provided to meters on poles for the following:

- Modular or pre-built homes
- Trailers
- Temporary construction services

Permanent services where more than one structure is to be supplied from a single meter.

The customer shall be required to install a fused disconnect switch on the pole below the Company's meter, at the customer's expense, in accordance with Company specifications.

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Should it become necessary for any cause beyond the Company's control to change the location of the point of attachment of service connections, the entire cost of any changes in the customer's wiring made necessary thereby shall be borne by the customer.

When relocation or modification of the Company's facilities is requested or made necessary by the customer, all costs for relocation or modification may be charged to the requesting party. However, relocation or modification necessary to accommodate load additions or changes in service characteristics are governed by other provisions of these Standard Rules and Regulations.

All service entrances shall comply with the National Electrical Code and/or local electrical codes, whichever governs. Any poles, wires or other equipment required beyond the customer's meter shall be furnished, installed and maintained by the customer. The customer is responsible for obtaining all permits and inspections of customer's wiring or equipment required by applicable law. Service shall be denied for failure to obtain such permits or inspections.

All residential customers shall install three-wire service entrance connections of not less than 100 ampere capacity, except as required with pre-manufactured mobile homes.

The customer may have to provide a deposit and/or contribution if the service the customer requires cannot be provided from available distribution lines. The extension policy is stated in Section C - Construction Policy starting on Sheet No. C-21.00.

- 7. SERVICE TO HOUSE TRAILERS, VANS, OR BUSES USED AS DWELLING UNITS** - To be considered as permanent, house trailers, vans, or buses used as dwelling units shall meet the following requirements:
- a. Mounted on a permanent foundation so that it cannot be readily moved to a new location.
 - b. Have its own well, or be connected to a central water system, or have an executed contract for such a well or connection.
 - c. Have its own septic system or connected to a central sewer system.

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- d. Have electrical wiring that meets the requirements of the regulatory electrical codes governing the area within which the service has been requested.

For permanent house trailers, vans, or buses used as dwelling units, the Company will make service connections at an appropriate structure adjacent to the house trailer, van, or bus without special charges, except as specified in the Company's Construction Policy starting on Sheet No. C-21.00.

If the above conditions are not met, such installations and service facilities shall be considered to be Temporary Service as described on Sheet No. C-40.00, Section D.

8. AUXILIARY OR STANDBY SERVICE - (These provisions shall not apply to customers served under auxiliary provisions of Residential Service or General Service Rates.)

"Auxiliary" service is defined as that electric service which supplements another source of power supply, there being throw-over arrangements, either electrical or mechanical, which enables either or both sources of supply to be utilized for all or any part of the customer's total requirements.

"Standby" service is defined as that electric service which is capable of being used in place of the generally used source of power supply, there being no actual use of the "standby" service except in emergency.

Customers who purchase all or practically all of their energy requirements from the Company, but who install generating equipment for use only in case of failure of the Company's service, or who use a relatively small amount of energy generated as a by-product of testing or manufacturing processes, will not be considered to be using the Company's service for either auxiliary or standby purposes.

Where a customer desires to use the Company's facilities as an auxiliary or standby to primary or secondary service supplied or capable of being supplied from another source, the Company only offers its Large Power and Standard Power Service rates for such service.

The application of the above rates to auxiliary or standby service shall be subject to the following special conditions:

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- a. Contracts for such service shall be executed on a special contract form.
- b. A "contract demand" shall be initially established by mutual agreement between the Company and the customer and stated in the service contract. The Company shall not be required to supply power to the customer in excess of the contract demand; however, the Company will at the written request of the customer made at least thirty days in advance, permit an increase in the contract demand provided the Company has power available.
- c. No customer shall be permitted to effect a reduction in his contract demand by recontracting for the same service, unless a bona fide reduction in load has occurred.
- d. The billing demand provisions in the Standard Power Service Rate shall be modified to provide that the billing demand shall not be less than 50% of the highest billing demand of the preceding 11 months, or 50% of the contract demand. In no case will billing demand be less than 15 kW.

When the billing demand is determined by any of the modifications stated above, the capacity charge credit based on average power factor shall not apply.

- e. For the protection of the Company's facilities, the customer may be required to furnish, install and maintain a load limiting device approved by and under the sole control of the Company.
- D. NATURE AND QUALITY OF SERVICE** - The Company will endeavor to, but does not guarantee to, furnish a continuous supply of electric energy and to maintain voltage and frequency within reasonable limits. (See subrule 3 of this rule for voltage regulations.)

1. INTERRUPTIONS OF SERVICE; RECORDS; PLANNED INTERRUPTION; NOTICE TO THE MICHIGAN PUBLIC SERVICE COMMISSION

- a. The Company shall make a reasonable effort to avoid interruptions of service. When interruptions occur, service shall be reestablished within the shortest time practicable, consistent with safety.
- b. The Company shall keep records of interruptions of service on its primary distribution system and shall make an analysis of the records for the purpose of determining steps to

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be taken to prevent recurrence of such interruptions. Such records shall include the following information concerning the interruptions: Cause; Date and time; and, Duration.

- c. The log for each unattended substation shall show interruptions which require attention at the substation to restore service, together with the estimated time of service restoration.
 - d. Planned interruptions shall be made at a time that will not cause unreasonable inconvenience to customers and shall be preceded, if feasible, by adequate notice to those who will be affected.
 - e. The Company shall notify the Michigan Public Service Commission by telephone of any interruption to the service of a major portion of its distribution system if such interruption lasts for more than 1 hour.
- 2. LIABILITY FOR SERVICE INTERRUPTIONS** - The Company shall not be liable for interruptions in the service, phase failure or reversal, or variations in the service characteristics, or for any loss or damage of any kind or character occasioned thereby, due to causes or conditions beyond the Company's control, and such causes or conditions shall be deemed to specifically include, but not be limited to, the following: acts or omissions of customers or third parties; operation of safety devices, except when such operation is caused by the negligence of the Company; absence of an alternate supply of service; failure, malfunction, breakage, necessary repairs or inspection of machinery, facilities or equipment when the Company has carried on a program of maintenance consistent with the general practices prevailing in the industry; act of God; war; action of the elements; storm or flood; fire; riot; labor dispute or disturbances; or the exercise of authority or regulation by governmental or military authorities.

The customer shall be responsible for giving immediate notice to the Company of interruptions or variations in electric service so that appropriate corrective action can be taken.

The Company reserves the right to temporarily interrupt service for construction, repairs, emergency operations, shortages in power supply, safety, and State or National emergencies and shall be under no liability with respect to any such interruption, curtailment or suspension.

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3. STANDARD NOMINAL SERVICE VOLTAGE; LIMITS; EXCEPTIONS

- a. The Company shall adopt and file with the Michigan Public Service Commission standard nominal service voltages used on its distribution system.
- b. With respect to secondary voltages, the following provisions shall apply:
 - (1) For all retail service, the variations of voltage shall be not more than 5% above or below the standard voltage, except as noted in subdivision d of this subrule.
 - (2) Where 3-phase service is provided, the Company shall exercise reasonable care to assure that the phase voltages are balanced within practical tolerances.
- c. With respect to primary voltages, the following provisions shall apply:
 - (1) For service rendered principally for industrial or power purposes, the voltage variation shall not be more than 5% above or below the standard nominal voltages as filed, except as noted in subdivision d of this subrule.
 - (2) The limitations in subdivision (1) of this subdivision do not apply to special contracts in which the customer specifically agrees to accept service with unregulated voltage.
- d. Voltages outside the limits specified in this subrule shall not be considered a violation in the following situations:
 - (1) If they arise from the action of the elements.
 - (2) If they are infrequent fluctuations.
 - (3) If they arise from service interruptions.
 - (4) If they arise from temporary separation of parts of the system from the main system.
 - (5) If they arise from voltage reductions that are required to reduce the system load at times of supply deficiency.
 - (6) If they are from causes beyond the control of the Company.

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E. METERS AND METERING EQUIPMENT - The customer shall provide, free of expense to the Company and close to the point of service entrance, a space suitable to the Company for the installation of the necessary metering equipment. The customer shall permit only authorized agents of the Company or other persons lawfully authorized to do so, to initiate service or to inspect, test, repair, or remove Company owned equipment. If the meters or metering equipment are tampered with, damaged or destroyed through either the intent or neglect of the customer, the cost of necessary repairs or replacements shall be paid by the customer.

The Company reserves the right to make the final decision with respect to methods and equipment used in measurement of loads for billing purposes.

Meters for all new or relocated single or multiple family residential service will be installed outdoors.

Meters for other services may be installed outdoors if they are located so they are protected from traffic and are readily accessible for reading and testing. Meters which must be protected from inclement weather while being serviced or tested shall be located indoors or in a suitable housing where such work can be performed.

Meters located indoors shall be as near as possible to the service entrance, in a clean, dry place, reasonably secure from injury, not subject to vibration, and readily accessible for reading and testing.

An authorized representative of the Company will determine the acceptability of the meter location in all cases.

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F. **SPECIAL CHARGES** - The Company will make such charges for reasonable special services as necessary to discourage abuse, and to prevent subsidy of such services by other customers.

1. **AMOUNTS** - The following schedule of amounts shall apply as applicable:

Charge for any Special Services at Customer's Request -	
During Regular Working Hours	\$35
Outside Regular Working Hours	\$70
Meter Reading Charge	\$15
Meter Test Charge	\$30
Meter Relocation Charge	Actual Cost
Reconnect Charge -	
Disconnected at Meter, During Regular Working Hours	\$30
Disconnected at Pole, During Regular Working Hours	\$35
Collection Charge When Nonpayment Disconnect Order is Written	\$15
Bad Check Handling Charge	\$25

2. **DESCRIPTIONS** - The above charges shall be applied in the following instances:

- a. **CHARGES FOR ANY SPECIAL SERVICES AT CUSTOMER'S REQUEST** - Special services provided by the Company at the customer's request including, but not limited to, the following items:
- (1) When the Company temporarily disconnects service to facilitate repairs or other work on the customer's premises.
 - (2) When the Company reconnects service after repairs or other work on the customer's premises have been completed.
 - (3) When the Company makes a service call in response to an outage and it is determined that the outage was caused by a problem with the customer's facilities and not by the Company's facilities.

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- b. **METER READING CHARGE** - If the customer requests the Company to read his meter, the meter reading charge shall be paid in advance by the customer. If such read reveals that the Company had misread the meter, the meter reading charge shall be refunded and a billing adjustment made. This charge does not apply to meter reads made in conjunction with service connects or disconnects.
- c. **METER TEST CHARGE** - If the customer requests a test of his meter the meter test charge shall be paid in advance by the customer. If such test reveals the meter registration to be outside the accuracy limits prescribed by the Michigan Public Service Commission as specified in R 460.3301 through R 460.3306, the meter test charge shall be refunded and a billing adjustment made.
- d. **METER RELOCATION CHARGE** - Where service has been discontinued for reasons outlined in Sheet No. C-4.00, or as prescribed by the Michigan Public Service Commission as specified R 460.101 through R 460.169 (Residential Customers) or R 460.1601 through R 460.1640 a meter relocation charge, if applicable, and assessed in accordance with applicable rules shall be collected from the customer whose service was discontinued. The Company shall charge the customer for relocating the meter, based on the Company's actual cost.
- e. **RECONNECT CHARGE** - Where service has been discontinued for reasons outlined in Sheet No. C-4.00, or as prescribed by the Michigan Public Service Commission as specified in R 460.3301 through R 460.3306 a reconnect charge shall be collected from the customer as follows:
- (1) Reconnections during regular working hours where the service was disconnected at the meter shall be \$30.
 - (2) Reconnections during regular working hours where the service was disconnected at the point of contact with the Company's distribution system shall be \$35.
- f. **COLLECTION CHARGE WHEN NONPAYMENT DISCONNECT ORDER IS WRITTEN** - If the customer, about to be disconnected for nonpayment, elects to pay the energy arrears in full at the time of disconnection, the Company employee shall be authorized to accept payment. In addition to full payment of arrears, an additional \$15 charge shall be paid by the customer if the Company has dispatched an employee to the customer's premises for the purpose of disconnecting the customer's service for nonpayment and the customer pays the full amount of the arrearage before the disconnection has occurred.

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- g. BAD CHECK HANDLING CHARGE** - A \$25 charge shall be assessed to the customer for processing a check returned by a bank or other financial institution for reason of insufficient funds, account closed, no account and similar situations, excluding bank or financial institution errors.
- G. SERVICE DISCONNECT (CUSTOMER REQUEST)** - Service to the customer's premises may be discontinued by the Company at the request of the customer under the following conditions:
- 1. UPON TERMINATION** - The Company will disconnect service with no charge to the customer upon due notice as provided elsewhere in these rules. However, if restoration of service at the same location is requested by the same customer or property owner(s), a reconnect charge will be applied. The reconnect charge will be increased by the amount of the minimum charge in the applicable rate schedule for the months service was disconnected, provided such reconnect is made during the twelve (12) month period immediately following disconnect.
 - 2. FOR REPAIRS** - The Company will temporarily disconnect service to facilitate repairs or other work on the customer's equipment or premises. Special service charges as set forth in Sheet No C-13.00, Section F will be applied.

H. APPLICATION OF RATES

- 1. CLASSES OF SERVICE** - The rates specified in this schedule are predicated upon the delivery of each class of service to a single metering point for the total requirements of each separate premises of the customer, unless otherwise provided for in these Standard Rules and Regulations.

Service to different points and/or different classes of service on the same premises shall be separately metered and separately billed. In no case shall service be shared with another premises or transmitted off the premises to which it is delivered.

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2. **CHOICE OF RATES** - When a customer is eligible to have service billed under any one of two or more rates or provisions of a rate, upon request, the Company shall advise the customer in the selection of the rate or rate provision which is most likely to give the customer the lowest cost of service based on the information provided to the Company. The selection of the rate or provision of a rate is the responsibility of the customer. Because of varying customer usage patterns and other reasons beyond its reasonable knowledge or control, the Company does not guarantee that the most economical applicable rate will be applied.

After the customer has selected the rate and rate provision under which service shall be provided, the customer shall not be permitted to change from that rate and rate provision to another until at least twelve months have elapsed. The customer shall not be permitted to evade this rule by temporarily terminating service. However, the Company may, at its option, waive the provisions of this paragraph where it appears a change is for permanent rather than temporary or seasonal advantage. The provisions of this paragraph may also be waived where the customer can demonstrate that a bona fide change in load has occurred. The effective date of a rate change under this rule shall be the beginning read date of the next bill issued. The intent of this rule is to prohibit frequent shifts from rate to rate.

The Company shall not make refunds in instances where the customer would have paid less for service had the customer been billed on another applicable rate or provision of a rate.

Where the customer has provided the Company with incorrect information to gain an economic benefit, backbilling may be rendered to the date the incorrect rate selection initially occurred.

3. **APPLICATION OF RESIDENTIAL USAGE AND NONRESIDENTIAL USAGE**

a. **RESIDENTIAL USAGE AND RATE APPLICATION**

- (1) **GENERAL** - For purposes of rate application "residential usage" shall be usage metered and consumed within an individual household, and reasonably appurtenant and related to and normally associated with such a household, for such applications as space conditioning, cooking, water heating, refrigeration, clothes drying, incineration, lighting and other similar household applications.

The term "household" includes single-family homes, farm homes, seasonal

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dwellings, duplexes, and individual living units within mobile home parks, condominiums, apartments and cooperatives; provided, however, to qualify for residential usage a household must have the normal household facilities such as bathroom, individual cooking and kitchen sink facilities.

(2) PRIVATE FAMILY DWELLINGS - Private family dwellings where individual household usage is separately metered and consumed shall be billed on a Residential Service rate. A private family dwelling shall include:

- (a) a single-family home
- (b) a farm home
- (c) a seasonal dwelling
- (d) a duplex
- (e) a separately metered mobile home
- (f) a separately metered household within a condominium
- (g) a separately metered household within an apartment complex
- (h) a separately metered household within a cooperative complex

(3) COTTAGES AND CABINS - Cottages and cabins where individual household usage is separately metered and consumed shall be billed on the appropriate Residential Service Rate. Cottages and cabins shall not be served at Residential Service Rates through the same meter with year-round residences. All newly constructed cottages and cabins shall be metered separately from year-round residences.

Groups of 2 or more cottages and/or cabins may be served through one meter and billed on the appropriate General Service or Standard Power Service Rate or through individual meters which will be billed on the appropriate Residential Rate. The appropriate General Service or Standard Power Service Rate shall apply where year-round residence and cottages or cabins are combined.

(4) HOMES OR DORMITORIES FOR GROUPS OTHER THAN PRIVATE FAMILY DWELLINGS - Tourist homes, rooming houses, dormitories, nursing homes and other similarly occupied buildings containing sleeping accommodations for up to 6 persons where residential usage is metered and consumed shall be classified as

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residential. The landlord and his immediate family are not included in the 6-person limitation.

(5) MULTIFAMILY DWELLINGS

(a) GENERAL - A "multifamily dwelling" shall be considered any duplex, apartment building, mobile home park, condominium, cooperative or other grouping of households. All newly constructed multifamily dwellings shall have separately metered households.

(b) COMMON AREA USAGE IN MULTIFAMILY DWELLINGS CONTAINING SEPARATELY METERED HOUSEHOLDS - Common area usage, excluding mobile home parks, shall be metered and billed as follows:

- (i) Dwellings containing less than five households shall be separately metered and billed as residential usage. When the landlord lives in one of the units, the common area usage may be metered and billed through the landlord's meter.
- (ii) Dwellings containing five or more households shall be separately metered and billed on the appropriate General Service or Standard Power Service Rate.

Common area usage in mobile home parks shall be separately metered and billed on the appropriate General Service or Standard Power Service Rate.

(c) MULTIFAMILY DWELLINGS SERVED THROUGH A SINGLE METER - A multifamily dwelling served through a single meter shall be billed as follows:

- (i) Dwellings containing two households, including common area, shall be billed on the appropriate Residential Service Rate.
- (ii) Dwellings containing three or four households, including common area, shall be billed under either the appropriate Residential Service Rate or the appropriate General Service or Standard Power Service Rate, at the customer's option.

(continued on Sheet No.C-19.00)

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TERMS AND CONDITIONS OF SERVICE
(Continued from Sheet No. C-18.00)

- (iii) Dwellings containing five or more households, including common area, shall be billed on the appropriate General Service or Standard Power Service Rate.

(6) **FARM SERVICE** - Single-phase service shall be available to farms for residential use under the appropriate Residential Service Rate. In addition, service may be used through the same meter so long as such use is confined to single-phase service for the culture, processing and handling of products grown or used on the customer's farm. Use of service for purposes other than set forth above shall be served and billed on the appropriate General Service or Standard Power Service Rate.

- b. **NONRESIDENTIAL USAGE AND RATE APPLICATION** - For purposes of rate application, "nonresidential usage" shall be usage metered and consumed that does not qualify for residential usage. Nonresidential usage includes usage associated with the purchase, sale, or supplying (for profit or otherwise) of a commodity or service by a public or private person, entity, organization or institution. Nonresidential usage includes usage associated with penal institutions, corrective institutions, motels, hotels, separately metered swimming pool heater usage, yachts, boats, tent, campers or recreational vehicles.

Nonresidential usage shall be billed on the appropriate General Service, Standard Power Service, Large Power Service, Large Industrial Service or Alternative Energy Manufacturing Service rates.

Tourist homes, rooming houses, dormitories, nursing homes and other similarly occupied buildings containing sleeping accommodations for more than six persons shall be classified as nonresidential and billed on the appropriate General Service or Standard Power Service Rate.

- c. **COMBINED RESIDENTIAL AND NONRESIDENTIAL USAGE AND RATE APPLICATION** - When the electricity supplied to a customer is used for both residential and nonresidential purposes, the wiring may be so arranged that the residential and nonresidential usage are metered separately. Each type of usage shall be billed on the appropriate rate. If usage is not separately metered, the combined usage shall be billed on the appropriate General Service or Standard Power Service Rate.

(continued on Sheet No. C-20.00)

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TERMS AND CONDITIONS OF SERVICE
(Continued from Sheet No. C-19.00)

When, in the Company's opinion, the usage attributable to the nonresidential purpose is not substantial in relation to the residential usage, the combined usage shall be billed on the appropriate Residential Service Rate.

- I. **UNCOLLECTIBLES ALLOWANCE RECOVERY FUND** - The uncollectible provision as recorded on the Company's financial records for 1999 was \$17,532.95.

See R 460.2601 - R 460.2625 for more details regarding the Uncollectibles Allowance Recovery Fund.

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=46002601&Dpt=CI&RngHigh=48702110

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CONSTRUCTION POLICY

This section of the Standard Rules and Regulations sets forth the terms and conditions under which the Company shall construct and extend its facilities to serve new loads and to replace, relocate or otherwise modify its existing facilities.

Upon application for new or increased service, the Company will make extensions or alterations of its electric supply facilities under the following conditions, provided that the service applied for will not disturb or impair the service to existing customers.

A. GENERAL

1. **EXTENSIONS ARE DISTINCT** - Each distribution line extension shall be a separate, distinct unit and any further extension there from shall have no effect upon any agreement under which previous extensions were constructed.
2. **NORMAL TYPE OF EXTENSION** - The Company normally provides overhead construction for its electric supply lines. Underground construction will be provided, at the option of the Company, for its own convenience, where necessary for public safety, or where overhead construction is impractical.
3. **UNDERGROUND INSTALLATIONS FOR COMPANY'S CONVENIENCE** - Where the Company, for its own convenience, installs its facilities underground, the differential between estimated overhead construction costs and underground costs of such installation will be borne by the Company. All other costs will be governed by the Company's Overhead Extension Policy. (See Rule B of this Construction Policy.)
4. **SPECIAL CONTRACTS** - The Company reserves the right to make special contractual arrangements as the provision of necessary service facilities, duration of contract, customer advances for construction, contributions in aid of construction, deposits, amounts of refunds, minimum bills, service charges or other service conditions. This applies to existing customers and prospective customers whose load requirements exceed the capacity of the available distribution system in the area, or whose load characteristics or special service needs require unusual or additional investments by the Company. (See Sheet No. C-5.00, Section 3)
5. **LINE EXTENSION POLICY BASED ON OVERHEAD EXTENSIONS** - Except where specifically stated otherwise, line extension policy is based on overhead construction and any financial participation by the applicant for underground facilities shall be in addition to charges provided for in these rules for overhead facilities.

(continued on Sheet No. C-22.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-21.00)

- 6. ADVANCES AND CONTRIBUTIONS** - Prior to commencement of construction, the applicant shall make any refundable construction advance required by the Company's overhead extension policy (Rule B of this section), plus any non-refundable contribution in aid of construction required by the underground extension policy (Rule C of this section). Refunds, where applicable, will be based on the overhead extension refund policy. Refunds shall not exceed the refundable construction advance, which shall not bear interest.
- 7. UNDERGROUND EXTENSIONS ON ADJACENT LANDS** - When a line extension to serve an applicant or group of applicants must cross adjacent land on which underground construction is required by the property owner (such as on State or Federal lands) the applicant(s) shall make a non-refundable contribution in aid of construction equal to the estimated difference in cost between the underground and equivalent overhead facilities. The Company may establish a per foot charge to be considered the difference in cost. Such charge shall be adjusted from time to time to reflect the Company's actual construction cost experience.
- 8. EASEMENTS AND PERMITS**
- a. NEW RESIDENTIAL SUBDIVISIONS** - The developer of a new residential subdivision shall cause to be recorded with the plat of the subdivision a public utility easement approved by the Company for the entire plat. Such easement shall include a legal description of areas within the plat which are dedicated for utility purposes, and also other restrictions as shall be determined by the Company for construction, operation, maintenance and protection of its facilities.
- b. OTHER EASEMENTS AND PERMITS** - Where suitable easements do not exist, the Company will provide the necessary easement forms, and solicit their execution. The applicant shall furnish without cost to the Company, all necessary rights-of-way and line clearance permits in a form satisfactory to the Company for his premises. The applicant(s), as a condition of service, will be ultimately responsible for obtaining all easements and permits (including railroad crossing permits) required by the Company, for construction, maintenance, operation and protection of the facilities to be constructed. Where State or Federal lands or railroads are to be crossed to extend service to an applicant or group of applicants, the additional costs incurred by the Company for rights-of-way and permit fees shall be borne by the applicant(s).

(continued on Sheet No. C-23.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-22.00)

If the applicant is unable to secure satisfactory easements and/or permits, the Company shall extend its facilities along an alternate route selected by the Company. The applicant shall be required to make a non-refundable contribution in aid of construction for all additional costs thereby incurred.

If an applicant is not able to obtain the necessary line clearance permits to allow standard overhead line brushing and trimming but is able to obtain the necessary line clearance permits to allow the reduced brushing and trimming required by hendrix cable, the Company shall extend its facilities using hendrix cable in the appropriate area. The applicant shall be required to make a non-refundable contribution in aid of construction for all additional costs thereby incurred.

- 9. ABILITY TO PERFORM CONSTRUCTION** - The Company will construct electrical distribution facilities and extensions only in the event that it is able to obtain or use the necessary materials, equipment and supplies. Subject to review by the Michigan Public Service Commission, the Company reserves the right to allocate the use of such materials, equipment and supplies as it may have on hand from time to time among the various customers and prospective customers.
- 10. CONSTRUCTION SCHEDULING** - Scheduling of construction shall be done on a basis mutually agreeable to the Company and applicant. The Company reserves the right not to begin construction until the applicant has demonstrated to the Company's satisfaction his intent to proceed in good faith with installation of his facilities by acquiring property ownership, obtaining all necessary permits, starting construction, installing driveway or access road, and/or, in the case of mobile homes, meeting the Company's requirements for permanency.
- 11. DESIGN OF FACILITIES** - The Company reserves the right to make the final determination of selection, application, location, routing and design of its facilities. Where additional construction costs are incurred by the Company at the request of the applicant, the applicant shall be required to make a non-refundable contribution in aid of construction to the Company for such excess costs.

(continued on Sheet No. C-24.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-24.00)

- d. **REFUNDS** - During the five (5) year period immediately following the date of payment, the Company shall make refunds of the refundable construction advance paid for a financed extension under provisions of Paragraph b above. The amount of any such refund shall be \$500 for each permanent electric service subsequently connected directly to the facilities financed by the original customer. Directly connected customers are those which do not require the construction of more than 300 feet of single-phase distribution line. Such refunds shall be made only to the original customer and shall not include any amount of non-refundable contribution in aid of construction for underground service made under the provisions of the Company's underground service policy, as set forth in this section. The total refund shall not exceed the refundable portion of the construction advance. The refundable construction advance shall not bear interest.
- e. **CLEARING OF LAND** - Applicants shall be responsible for clearing all trees and brush along the route of a prospective line extension on their property, at no cost to the Company, prior to construction of the line extension. The Company shall provide to the applicant specific instructions as to the amount of clearing and trimming required.
- f. **THREE-PHASE OVERHEAD LINE EXTENSIONS** - All three-phase overhead line extensions will be made on the same basis as Commercial and Industrial Service overhead line extensions.

2. COMMERCIAL OR INDUSTRIAL SERVICE

- a. **STANDARD ALLOWANCE** - Except for non-refundable contributions in aid of construction for underground service made under the provisions of Rule C of this section, the Company shall finance the construction cost necessary to extend its overhead facilities to serve commercial or industrial customers when such investment does not exceed two (2) times the estimated annual distribution charge revenue anticipated to be collected from customers initially served by the extension. This standard allowance does not apply to owners or developers of mobile home parks.

(continued on Sheet No. C-26.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-25.00)

- b. **CHARGES** - When the estimated cost of construction of such facilities exceeds the Company's maximum initial investment as defined in Paragraph a, the applicant shall be required to make a refundable construction advance for the entire amount of such excess construction costs. Owners or developers of mobile home parks shall be required to make a refundable construction advance for the entire amount of the estimated cost of construction. These refundable construction advances are subject to the refund provisions of Paragraph c.
- c. **REFUNDS** - During the five (5) year period immediately following the date the line extension is completed, the Company shall make refunds of the refundable construction advance paid for a financed line extension. The total refund shall not exceed the total refundable construction advance. The refundable construction advance shall not bear interest. Such refunds shall be computed as follows:
- (1) **ORIGINAL CUSTOMER** - At the end of the first complete 12-month billing period immediately following the date of completion of the line extension, the Company shall compute a revised initial investment based on two (2) times the actual distribution charge revenue provided by the original customer in the 12-month billing period. Any amount by which twice the actual annual distribution charge revenue exceeds the Company's initial investment, as defined in Paragraph a, shall be made available for refund to the original customer.
- (2) **ADDITIONAL NEW CUSTOMERS** - Refunds for additional new customers directly connected to the financed extension during the refund period shall be made as follows:

The amount of any such refund shall be equal to two (2) times the estimated annual distribution charge revenue or \$500 (whichever is greater) for each standard allowance customer subsequently connected directly to the facilities financed by the original customer.

(continued on Sheet No. C-27.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-26.00)

Directly connected residential customers are those that do not require the construction of more than 600 feet of single-phase line extension of which no more than 200 feet is a lateral extension on private property. Directly connected commercial and industrial customers are those which do not require payment of a refundable construction advance. Refunds shall not be made under this subparagraph until the original customer's estimated annual distribution charge revenues are exceeded by the sum of the actual annual distribution charge revenues of the original customer plus the estimated annual distribution charge revenues of any additional new customers.

3. **SERVICE EXTENSIONS TO LOADS OF QUESTIONABLE PERMANENCE** - When service is requested for loads of questionable permanence, such as, but not limited to, saw mills, mixer plants, gravel pits, oil wells, oil facilities, etc., the Company will install, own, operate and maintain all distribution facilities up to the point of attachment to the customer's service equipment subject to the following:
- a. **CHARGES** - Prior to commencement of construction, the customer shall make a refundable construction advance with the Company in the amount of the Company's estimated construction and removal costs less estimated cost of salvage. Such estimates shall include the cost of extending the Company's distribution facilities and of increasing capacity of its existing facilities to serve the customer's load.
 - b. **REFUNDS** - During the five year period immediately following the date the line extension is completed, the Company shall make refunds of the refundable construction advance. The total refund shall not exceed the total refundable construction advance. The refundable construction advance shall not bear interest. Such refunds shall be computed as follows:
 - (1) At the end of each billing year for the first four years the lesser of 20% of the original refundable construction advance or 20% of the annual distribution charge revenue shall be refunded.
 - (2) At the end of the five year refund period the refund shall be computed as follows:

(continued on Sheet No. C-28.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-27.00)

- (a) If at the end of the five year refund period, the total distribution charge revenue for the five year period is equal to or greater than five times the original refundable construction advance, the balance of the original refundable construction advance shall be refunded.
- (b) If (a) is not applicable, the refund for the fifth year shall be calculated in accordance with Subparagraph (1) above.

C. UNDERGROUND SERVICE POLICY

- 1. **GENERAL** - This portion of the rules provides for the extension and/or replacement of underground electric distribution facilities.
 - a. **GENERAL POLICY** - The general policy of the Company is that real estate developers, property owners or other applicants for underground service shall make a non-refundable contribution in aid of construction to the Company in an amount equal to the estimated difference in cost between underground and equivalent overhead facilities. Methods for determining this cost differential for specific classifications of service are provided herein. In cases where the nature of service or the construction conditions are such that these provisions are not applicable, the general policy stated above shall apply.
 - b. **CONTRIBUTION** - Prior to commencement of construction, the applicant shall make a non-refundable contribution in aid of construction as required by these underground service rules plus a refundable construction advance based on the Company's overhead extension policy. Refunds shall be based on the overhead extension refund policy and shall apply only to the refundable construction advance.
 - c. **UNDERGROUND SERVICE REQUIRED** - Existing rules issued by the Michigan Public Service Commission require that distribution facilities in all new residential subdivision and existing residential subdivisions in which electric distribution facilities have not already been constructed shall be placed underground, except that a lot facing a previously existing street or county road and having an existing overhead distribution line on its side of the street or county road shall be served with an underground service from the overhead line and shall be considered part of the underground service area. Additionally, commercial distribution facilities in the vicinity of or on the customer's property and constructed solely to serve a customer or a group of adjacent customers shall be placed underground. Commercial distribution specifically includes, but is not limited to, apartment houses, motels and shopping centers.

(continued on Sheet No. C-29.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-28.00)

An exception to the foregoing mandatory requirement for undergrounding may be made, where, in the Company's judgment, any of the following conditions exist:

- (1) Physical site conditions, such as, but not limited to, bedrock located along the majority of the proposed route, are such that underground service would place an unreasonable economic burden on the customer; or
- (2) Such facilities would serve Commercial or Industrial customers having loads of temporary duration; or
- (3) Such facilities would serve Commercial or Industrial customers in areas where little aesthetic improvement would be realized if such facilities were placed underground; or
- (4) Such facilities would serve Commercial or Industrial customers in areas where it is impractical to design and place such facilities underground because of uncertainty of the size and character of the loads to be ultimately served there from.

The Commercial and Industrial customers referred to in (2) above would include in all instances, but are not limited to, those who operate carnivals or portable asphalt plants or who are engaged in construction or oil exploration activities. The Commercial and Industrial customers referred to in (3) above would include in many instances, but are not limited to, those who operate gravel pits, junkyards, railroad yards, steel mills or foundries. The Commercial and Industrial customers referred to in (4) above would include in many instances, but are not limited to, those located in industrial parks which are under development.

- d. **SIGNED AGREEMENT** - The Company, at the request of the developer, will install an underground electric distribution system for all new residential subdivisions, mobile home parks, multiple occupancy building complexes, and commercial subdivisions, in cooperation with the developer or owner, evidenced by a signed agreement, and in compliance with the specific conditions in this rule.

(continued on Sheet No. C-30.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-29.00)

- e. **EASEMENTS AND RIGHTS-OF-WAY** - The developer or owner must provide for recorded easements or rights-of-way acceptable to the Company. The easements are to be coordinated with other utilities and shall include easements for street lighting cable.
- f. **GRADING AND CLEARING** - The developer or owner must provide for grading the easement to finished grade and for clearing the easement of trees, large stumps and other obstructions sufficiently to allow trenching equipment to operate. Survey stakes indicating easements, lot lines and grade must be in place. The developer or owner must certify to the Company that the easements are graded within four (4) inches of final grade before the underground distribution facilities are installed.
- g. **SWITCHING CABINETS AND MANHOLES** - The developer or owner must make a non-refundable contribution in aid of construction to the Company for any primary switching cabinets and/or manholes that are required. When a switching cabinet and/or manhole is required exclusively for one customer, that customer shall contribute the actual installed cost of the switching cabinet and/or manhole. When more than one customer is served from the switching cabinet and/or manhole, each customer's non-refundable contribution in aid of construction shall be the prorated total installed cost of the switching cabinet and/or manhole based on the number of positions required for each customer.
- h. **RELOCATING UNDERGROUND FACILITIES** - The developer or owner shall be responsible for any costs of relocating Company facilities to accommodate changes in grade or other changes after the underground equipment is installed, and shall also be responsible for any damage to Company facilities caused by his operations or the operations of his contractors. An amount equal to the total costs involved, including overheads, is required for relocation or rearrangement of facilities whether specifically requested by the developer or owner, or due to the facilities becoming endangered by a change in grade, or other changes.

(continued on Sheet No. C-31.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-30.00)

- i. **OBSTACLES TO CONSTRUCTION** - Where unusual construction costs are incurred by the Company due to physical obstacles such as, but not limited to: rock, surface water, frost, other utility facilities, heavy concentration of tree roots, patios, swimming pools, roadway crossings, or other paved areas, the applicant shall make a non-refundable contribution in aid of construction, before the line is energized, equal to the estimated difference in cost of the underground installation and that of equivalent overhead facilities. In no case shall this contribution be less than the per foot charges in this rule for the type of service involved. The Company reserves the right to refuse to place its facilities under road or railroad rights-of-way or waterways in cases where, in the Company's judgment, such construction is impractical.
- j. **WINTER CONSTRUCTION** - An additional non-refundable contribution in aid of construction of \$3.00 per trench foot shall be added to trenching charges for practical difficulties associated with winter construction in the period from December 1 to March 31 inclusive. This charge will not apply to jobs that are ready for construction and for which both the on-site construction planning meeting has been held with the applicant prior to October 15 and all applicable construction charges due from the customer have been paid by November 1.
- k. **COMPANY'S REFUSAL RIGHT** - Consistent with Michigan law and Michigan Public Service Commission rules, the Company reserves the right to refuse to install its facilities underground in cases where, in the Company's opinion, such construction would be impractical or present a potential detriment to the service of other customers.
- l. **REPLACEMENT OF OVERHEAD FACILITIES** - Existing overhead electric distribution service lines shall, at the request of a customer(s), be replaced with underground facilities where, in the opinion of the Company, such replacement will not be detrimental to the electric service of other customers.

Before construction is started the customer(s) shall be required to pay the Company the depreciated cost (net cost) of the existing overhead facilities plus cost of removal less the value of materials salvaged and also make a non-refundable contribution in aid of construction toward installation of the underground facilities in an amount equal to the estimated difference in cost between the new underground facilities and equivalent new overhead facilities, including, but not limited to, the costs of breaking and repairing streets, walks, parking lots and driveways, and of repairing lawns and replacing grass, shrubs and flowers.

(continued on Sheet No. C-32.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-31.00)

- m. **OWNERSHIP OF UNDERGROUND FACILITIES** - The Company will furnish, install, own and maintain the entire underground electric distribution system including the pre-meter portion of the service lateral cable. Generally, the trenches will be occupied jointly by facilities of the Company and other utilities where satisfactory agreement for reimbursement exists between the Company and the other utilities.
- n. **ABOVE GRADE EQUIPMENT** - Certain related equipment, such as pad-mounted transformers, switching equipment and service pedestals may be above grade. The area must be suitable for the direct burial of cable. Property owners shall not place trees, shrubs or bushes within six feet of the pad mounted transformers or switching cabinets.
- o. **LOCAL ORDINANCES** - The Company reserves the right, where local ordinance requirements are more stringent than these rules, to apply to the Michigan Public Service Commission for such relief as may be necessary.

2. RESIDENTIAL SERVICE

a. GENERAL

- (1) **RESIDENTIAL SERVICE DEFINED** - For the provisions of this rule, all one-family and two-family permanent dwellings on individual lots are residential. Mobile homes shall be considered permanent dwellings when meeting the Company's requirements for permanent installations (see Sheet No.C-7.00, Section 7). Additionally, see (Sheet No. C-37.00, Section 3) for the rule pertaining to mobile home parks.
- (2) **SERVICE CHARACTERISTICS** - The service normally available from the distribution system shall be at secondary voltage, single-phase, three wire, 60 Hz. Three-phase service shall be made available for schools, pumping stations, and other special installations only under terms of a separate agreement.
- (3) **MEASUREMENT LOCATION NOT CONTROLLING** - The use of the lot front-foot measurements in these rules shall not be construed to require that the underground electric distribution system be placed at the front of the lot.

(continued on Sheet No. C-33.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-32.00)

- (4) **SEWER AND WATER LINES** - Where sewer and/or water lines will parallel Company cables, taps must be extended into each lot for a distance of one foot beyond the public utility easement prior to installation of the cables.
- (5) **CHANGES IN GRADE** - The property owner shall not make any changes in established grade in or near the easement that will interfere with utility facilities already installed. In the event that the property owner requests relocation of facilities, or such facilities are endangered by change in grade, the property owner shall pay the actual cost of relocation or rearrangement of the facilities.
- b. **NEW PLATTED SUBDIVISIONS** - In accordance with (Sheet No. C-28.00, Section 3); distribution facilities in all new residential subdivisions and existing residential subdivisions in which electric distribution facilities have not been constructed shall be placed underground.
- (1) **DISTRIBUTION SYSTEM** - The Company shall install an underground distribution system, including primary and secondary cable and all associated equipment, to provide service to the lot line of each lot in the subdivision.
- (a) **CHARGES** - The charges in this paragraph are in addition to those set forth in (Sheet No. C-24.00, Section B, 1, b). Prior to commencement of construction, the owner or developer shall pay to the Company an amount equal to the estimated cost of construction of the distribution system, but not less than the non-refundable contribution in aid of construction as set forth below.

The payment shall consist of a non-refundable contribution in aid of construction to cover the estimated difference in the cost of underground construction and the equivalent overhead facilities and a refundable construction advance.

The amount of the non-refundable contribution in aid of construction shall be determined by multiplying the sum of the lot front footage for all lots in the subdivision by \$3.50, except for those lots served by an underground service from an overhead distribution line under the provision of (Sheet No. C-28.00, Section, C, 1, c). Where underground extensions are necessary in unplatted

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CONSTRUCTION POLICY
(Continued from Sheet No. C-33.00)

portions of the property, an amount equal to \$8.00 per trench foot located in such unplatted property shall be added to the non-refundable contribution in aid of construction. The amount of the refundable construction advance shall be the difference, if any, between the required payment and the non-refundable contribution in aid of construction.

- (b) **REFUNDS** - The refundable construction advance shall be made available to the developer or owner on the following basis:

Following completion of its construction work order covering construction of the distribution system, the Company shall refund any amount by which its original estimate exceeded the actual construction costs. During the five year period immediately following completion of the distribution construction, the Company will refund \$500 for each permanent residential customer connected within the subdivision. Such refunds shall be made only to the original developer or owner and in total shall not exceed the refundable construction advance. The refundable construction advance shall bear no interest.

- (c) **MEASUREMENT** - The front foot measurement of each lot to be served by a residential underground distribution system shall be made along the contour of the front lot line. The front lot line is that line which usually borders on or is adjacent to a street. However, when streets border on more than one side of a lot, the shortest distance shall be used. In case of a curved lot line which borders on a street or streets and represents at least two sides of the lot, the front foot measurement shall be considered as one-half the total measurement of the curved lot line.

- (2) **SERVICE LATERALS** - The Company shall install, own, operate and maintain an underground service lateral from termination of its facilities at the property line to a metering point on each new residence in the subdivision.

(continued on Sheet No. C-35.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-34.00)

- (a) **CONTRIBUTION** - The developer or owner shall be required to make a non-refundable contribution in aid of construction to the Company, to cover the additional cost resulting from the installation of an underground service connection. For standard installations such contribution shall be computed on the basis of \$4.50 per trench foot.
- (b) **MEASUREMENT** - The "trench feet" shall be determined by measuring from the termination of the Company's facilities at the property line along the route of the trench to a point directly below the electric meter. Where special routing of the service lateral is required by the customer, the \$4.50 per trench foot charge will apply to the route of the line as installed.
- c. **EXTENSION OF EXISTING DISTRIBUTION SYSTEMS IN SUBDIVISIONS PLATTED PRIOR TO 1971**

- (1) **GENERAL** - At the option of the applicant(s) the Company shall provide underground facilities from existing overhead facilities in subdivisions where overhead electric distribution facilities have been installed.

The Company may designate portions of existing subdivisions as "underground service areas" where, in the Company's opinion, such designation would be desirable for aesthetic or technical reasons. All future applicants for service in areas so designated shall be provided with underground service subject to the applicable provisions of these rules.

Any extensions made under this subrule shall be considered a distinct, separate unit, and any subsequent extensions there from shall be treated separately.

- (2) **CHARGES** - The charges in this paragraph are in addition to those set forth in (Sheet No. C-28.00, Section B, 1, b). Prior to commencement of construction the applicant shall make a non-refundable contribution in aid of construction in an amount equal to \$3.50 per lot front foot for the total front footage of all lots which can be directly served in the future from the distribution system installed to serve the initial applicant. When the new distribution system is connected to existing overhead facilities, the non-refundable contribution in aid of construction shall also include a \$150 riser fee. All subsequent applicant(s) for service on these lots shall be required to make a non-refundable contribution in aid of construction in the amount

(continued on Sheet No. C-36.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-35.00)

of \$3.50 per lot front foot for all lots owned by the subsequent applicant(s) which can be directly served from the original distribution extension.

- (3) **REFUNDS** - The Company shall make available for refund to the original applicant the amounts contributed in aid of construction by subsequent applicants as provided in Paragraph (2) above the amount included in the original contribution in aid of construction to cover the front footage of the lot(s) owned by the subsequent applicant(s). The total amount refunded shall not exceed the amount of the original non-refundable contribution in aid of construction, and shall be made only to the original applicant. The Company shall endeavor to maintain records for such purposes but the original applicant is ultimately responsible to duly notify the Company of refunds due; any refunds not claimed within five years after the date of completion of distribution construction shall be forfeited. Refunds made under the provisions of this paragraph shall be in addition to refunds made under the Company's overhead extension policy.
- (4) **MEASUREMENT** - The lot front footage used in computing charges and contributions in Paragraph 2) above shall be measured the same as for new subdivisions as set forth in (Sheet No. C-34.00, Section C).

The front footage used in determining the amount of the original non-refundable contribution in aid of construction or any refunds of subsequent contributions shall include only the front footage of lots directly served by the distribution system extension covered by the original non-refundable contribution in aid of construction.

d. DISTRIBUTION SYSTEMS IN UNPLATTED AREAS

- (1) **GENERAL** - At the option of the applicant the Company shall extend its primary or secondary distribution system from existing overhead or underground facilities. When any such extension is made from an existing overhead system the property owner may be required to provide an easement(s) for extension of the overhead system to a pole on his property where transition from overhead to underground can be made.

(continued on Sheet No. C-37.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-36.00)

- (2) **CONTRIBUTION** - Prior to commencement of construction, the applicant shall make a non-refundable contribution in aid of construction equal to the difference between the estimated overhead construction costs and the underground construction costs, plus a refundable construction advance based on the Company's overhead extension policy. Refunds shall be based on the overhead extension refund policy and shall apply only to the refundable construction advance.
- e. **SERVICE LATERALS** - This paragraph applies to all new residential underground service laterals except for those for which (Sheet No. C-35.00, Section b, (2)) applies. The Company shall install, own, operate and maintain an underground service lateral from the termination of its primary or secondary system to a metering point on each new residence to be served. Such underground service laterals may be served either from an underground or overhead system.
- (1) **CONTRIBUTION** - When a service lateral is connected to an underground system the applicant shall be required to make a non-refundable contribution in aid of construction to the Company, to cover the additional cost resulting from the installation of an underground service lateral. For standard installations such contribution amount shall be equal to the product of the trench feet multiplied by \$4.50. When the service lateral is connected to existing overhead facilities, the non-refundable contribution in aid of construction shall include a \$150 riser fee in addition to \$4.50 per trench foot.
- (2) **MEASUREMENT** - The "trench feet" shall be determined by measuring from the pole or underground secondary terminal to which the service lateral is connected along the route of the trench to a point directly below the electric meter. Where special routing of the service lateral is required by the customer, the \$4.50 per trench foot charge will apply to the route of the line as installed.

3. MOBILE HOME PARKS

- a. **GENERAL** - For purposes of this rule, the definition of a mobile home park is a parcel or tract of land under the control of a person(s) upon which three or more mobile homes are located on a continual non-recreational basis not intended for use as a temporary trailer park.

(continued on Sheet No. C-38.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-37.00)

Distribution facilities in new mobile home parks shall be placed underground. Extension from existing overhead systems in mobile home parks shall be placed underground at the option of the park owner.

This service is limited to mobile home parks in which the service is metered by the Company at secondary voltage. The service for tenant loads normally available from the system shall be at secondary voltage, single phase, 120/240 volt, three wire, 60 Hz. Three-phase service shall be made available for pumps and service installations only under terms of a separate agreement.

Company cables shall be separated by at least five feet from paralleling underground facilities which do not share the same trench. The park owner's cable systems, such as community antenna systems, should be in separate trenches, if possible. Subject to an agreement with the Company, these cable systems may occupy the same trench. The park owner must agree to pay a share of the trenching cost plus the extra cost of the additional back-fill, if required, and agree to notify the other using utilities when maintenance of his cables requires digging in the easement.

The park owner must provide for each mobile home lot a meter pedestal of a design acceptable to the Company.

- b. **CONTRIBUTION** - Prior to the commencement of construction, the park owner or developer shall be required to make a non-refundable contribution in aid of construction to cover the estimated difference in cost between overhead and underground facilities. Such contribution shall be computed on the basis of \$8.00 per foot of trench required for the underground distribution system, plus \$6.50 per foot of trench required for the service lateral. When the new distribution system is connected to existing overhead facilities, the non-refundable contribution in aid of construction shall also include a \$150 riser fee.
- c. **MEASUREMENT** - The length of the trench required shall be measured in the same manner as provided for the measurement of trench length for commercial installations (see Sheet No. C-39.00, Section C).

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CONSTRUCTION POLICY
(Continued from Sheet No. C-38.00)

4. COMMERCIAL AND INDUSTRIAL SERVICE

- a. GENERAL** - The Company shall install underground service connections to commercial and industrial customers within designated underground districts in cooperation with the developer or owner, evidenced by a separate signed agreement, subject to the following specific conditions:
- (1) Where overhead lines are allowed by Michigan Public Service Commission Rules for a specific installation and are objected to by a person or municipality, the Company, where feasible, shall honor a request or directive that such lines be constructed underground. The objecting party shall be responsible for the payment of the additional cost of the underground facilities.
 - (2) Distribution facilities in the vicinity of new industrial loads and built solely to serve such loads will be placed underground at the option of the applicant. This includes service to all buildings used primarily for the assembly, processing or manufacturing of goods.
- b. CONTRIBUTION** - Prior to the commencement of construction, the owner or developer shall be required to make a non-refundable contribution in aid of construction to cover the estimated difference in cost between overhead and underground facilities. For standard installations such contribution shall be computed on the basis of \$8.00 per foot of trench required for the underground distribution system, plus \$6.50 per foot of trench required for the service lateral. When the new distribution facilities are connected to existing overhead facilities, the non-refundable contribution in aid of construction shall also include a \$150 riser fee.
- c. MEASUREMENT** - The length of the trench required shall be determined by measuring along the centerline of the trench as follows:
- (1) **PRIMARY EXTENSIONS** - Shall be measured along the route of the primary cable from the transition pole to each transformer or other primary termination.
 - (2) **SECONDARY EXTENSIONS** - Shall be measured from each transformer or other secondary supply terminal along the route of the secondary cable to each secondary pedestal or termination. No charge shall be made for secondary cable laid in the same trench with primary cable.

(continued on Sheet No. C-40.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-39.00)

- (3) **SERVICE LATERALS** - Shall be measured from the pole or underground secondary terminal to which the service lateral is connected along the route of the lateral trench to the point of connection to the customer's facilities. No charge shall be made for service laterals laid in the same trench with primary or secondary cable.

Where special routing is required by the applicant, the per trench foot charges above shall apply to the actual installed route of the facilities.

- D. MISCELLANEOUS GENERAL CONSTRUCTION POLICIES** - Except where specifically designated as overhead or underground policies, the following general policies will be applied to either overhead or underground construction:

1. **TEMPORARY SERVICE** - Customers desiring temporary service for a short time only, such as for construction jobs, traveling shows, outdoor or indoor entertainment or exhibitions, etc., shall be required to deposit, prior to commencement of construction, with the Company an amount equal to the estimated cost of electric service to be rendered calculated under the terms of applicable rate schedules. Meters may be read daily and the deposit modified if the energy actually used justifies such modifications. The deposit shall not bear interest.

In addition, prior to commencement of construction the applicant for the service shall make a non-refundable payment to cover the cost of installation and removal (net of salvage) of the temporary service calculated as follows:

- a. When 120/240 volt single-phase service is requested and when such service can be provided at the site without exceeding 100 feet of new overhead or 10 feet of new underground at the time temporary service is desired, the charge for installation and removal (net of any salvage) of temporary single-phase, three wire, 120/240 volt service shall be:

- | | |
|---|-------------|
| (1) For temporary overhead service | \$200.00 |
| (2) For temporary underground service, during the period from April 1 through November 30 | \$250.00 |
| (3) For temporary underground service, during the period from December 1 through March 31 | actual cost |

(continued on Sheet No. C-41.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-40.00)

- b. If paragraph a. above is not applicable, the non-refundable payment shall be the actual cost of installation and removal (net of salvage) of the temporary service.

If a temporary service extends for a period in excess of six consecutive months, the customer may qualify for other of the Company's available rates, provided he meets all of the applicable provisions of the filed tariffs.

- 2. MOVING OF BUILDINGS OR EQUIPMENT** - When the Company is requested to assist in the moving of buildings or equipment through, under or over the Company's lines, the Company shall require the mover to pay, in advance of providing such assistance, the estimated costs to be incurred by the Company, including direct costs and applicable overhead costs. The amount of the contribution required shall be based on the Company's estimate of the probable cost, but in no event shall the required contribution be less than \$150. Upon completion of the moving assistance, the Company shall determine actual costs and shall bill or credit the mover according to the difference between actual costs and the contribution, except that the minimum actual cost shall not be less than \$150. In the event that the move is canceled, or changed to require a re-study, twenty percent (20%) of the contribution shall be retained by the Company as a non-refundable amount to cover preparing for and planning the move. If the building mover proceeds with the move without a Company escort, the total charge will be retained by the Company as a non-refundable amount to cover preparing for and planning the move plus a post move patrol of the route to identify any damages to the system caused by the mover. The building mover is also responsible to make payment for all work required to repair damages resulting from the move. Actual costs shall be determined in accordance with the following:

- a. Within regular working hours:
- (1) Actual individual wage rate applicable to employee(s) involved.
 - (2) Actual material used.
 - (3) Actual charges for vehicles involved based on the Company's transportation clearing rates.
 - (4) Appropriate overhead charges.

(continued on Sheet No. C-42.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-41.00)

- b. Outside regular working hours:
- (1) Actual overtime wage rate applicable to employee(s) involved.
 - (2) Actual material used.
 - (3) Actual charges for vehicles involved based on the Company's transportation clearing rates.
 - (4) Appropriate overhead charges.

3. RELOCATION OF FACILITIES

- a. **ROAD IMPROVEMENTS** - The Company shall cooperate with political subdivisions in the construction, improvement or rehabilitation of public streets and highways. It is expected that the Company will receive reasonable notice so that any required relocation work can be properly scheduled.

If the Company's overhead or underground facilities are located within the confines of the public right-of-way, the Company shall make the necessary relocation at its own expense with the following exceptions:

- (1) The facilities were originally installed within the confines of the public right-of-way at the request of the political entity.
- (2) Existing facilities are within the confines of a new public right-of-way obtained after construction of the Company's facilities.
- (3) The facilities provide public services such as lighting, traffic signals, etc.

When the exceptions above apply or if the Company's overhead or underground facilities are located on private property, the political subdivision must agree in advance to reimburse the Company for any expenses involved in relocating its facilities.

(continued on Sheet No. C-43.00)

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CONSTRUCTION POLICY
(Continued from Sheet No. C-42.00)

b. OTHER RELOCATIONS - When the Company is requested to relocate its facilities for reasons other than public road improvements, any expense involved shall be paid for by the firm, person, or persons requesting the relocation, unless one or more of the following conditions are met:

- (1) The relocation is made for the convenience of the Company.
- (2) The relocation is associated with other regularly scheduled conversion or construction work at the same location and can be done at the same time.

Before actual relocation work is performed, the Company shall estimate the cost of moving the facilities and an advance deposit in the amount of the estimate must be received from the firm, person, or persons requesting such relocation. Upon completion of the relocation work, the Company shall determine the actual cost of the relocation, and the firm, person, or persons requesting the relocation shall be billed or credited for the difference between the advance deposit and the actual cost.

When the Company is requested to relocate a residential service lateral because of a new garage, swimming pool, addition to the house or similar reason that creates a clearance problem or physically interferes with the location of the existing service lateral and/or pole, there shall be a non-refundable payment of \$200.00 made by the customer prior to the start of the relocation work. This charge is in lieu of the payment described in the preceding paragraph. This charge is not applicable to relocation of primary facilities.

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EMERGENCY ELECTRICAL PROCEDURES

- A. GENERAL** - Emergency electrical procedures may be necessary if there is a shortage in the electrical energy supply to meet the demands of customers in the electrical service area of Alpena Power Company. It is recognized that such deficiencies can be short-term (less than one week) or long-term (more than one week) in duration; and, in view of the difference in nature between short-term and long-term deficiencies, different and appropriate procedures shall be adopted for each.

Essential health and safety customers given special consideration in these procedures shall, insofar as the situation permits, include the following types of customers and such other customers or types of customers which the Michigan Public Service Commission may subsequently identify:

1. "Governmental Detention Institutions" which shall be limited to those facilities used for the detention of persons.
2. "Fire Stations" which shall be limited to attended, publicly owned facilities housing mobile fire fighting apparatus.
3. "Hospitals" which shall be limited to institutions providing medical care to patients and where surgical procedures are performed.
4. Life support equipment such as a kidney machine or respirator, used to sustain the life of a person.
5. "Water Pumping Plants" which shall be limited to publicly owned facilities essential to the supply of potable water to a community.
6. "Sewage Plants" which shall be limited to publicly owned facilities essential to the collection, treatment or disposal of a community's sewage.
7. Radio and television stations utilized for the transmittal of emergency messages and public information broadcasts related to these procedures.

Although these types of customers will be given special consideration from the manual load shedding provisions of this procedure, they are encouraged to install emergency generation equipment if continuity of service is essential. It is known that some of the township fire departments in the more rural parts of Michigan have portable generation equipment available. Maximum use should be made of these facilities. In the case of customers supplied from two utility sources, only one source shall be given special consideration. All customers who, in their opinion, have critical equipment or circumstances, should install emergency battery or portable generating equipment.

(continued on Sheet No. C-45.00)

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EMERGENCY ELECTRICAL PROCEDURES

(Continued from Sheet No. C-44.00)

The Michigan Public Service Commission shall be promptly advised of the nature, time and duration of all implemented emergency conditions and procedures which affect normal service to customers. The Michigan Public Service Commission may order the implementation of additional procedures or the termination of the procedures previously employed when circumstances so require.

As may be appropriate in accordance with the nature of the occurring or anticipated emergency, the Company shall initiate the following procedures.

B. SUDDEN OR UNANTICIPATED SHORT-TERM CAPACITY SHORTAGE - In the event of a sudden decline of the frequency on the system or a sudden breakup which isolates all or parts of the system or power pool from other electric systems with which it is interconnected and which results in the area so isolated being deficient in electric generation, with consequent rapid decline in frequency:

1. Every effort shall be made to maintain at least partial service to the system by means of automatic load shedding of selected distribution circuits. The Company shall make every reasonable effort to provide continuous service to essential health and safety customers.
2. With no generation of its own and being completely dependent on outside sources for energy, the short-term, sudden unanticipated capacity shortage may result in temporary complete loss of service to the Company. However, the Company shall make every effort to resume service to essential customers as soon as practicable.

C. ANTICIPATED OR PREDICTABLE SHORT-TERM CAPACITY SHORTAGES IN THE COMPANY SYSTEM - In the event an emergency condition of short-term duration is anticipated or predicted which cannot be relieved by sources of generation within or outside the system serving as the Company source of energy, the following steps shall be taken at the appropriate time and in the order appropriate to the situation:

1. The internal demand of substations, offices and other premises owned by the Company shall be reduced to the largest extent consistent with the maintenance of service.
2. Service shall be interrupted to loads rendered service under interruptible tariffs.
3. Voltage shall be reduced not more than six percent.

(continued on Sheet No. C-46.00)

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EMERGENCY ELECTRICAL PROCEDURES

(Continued from Sheet No. C-45.00)

4. Voluntary load reductions shall be requested of large commercial and industrial customers with an electric demand of 500kW or greater by procedures established in their respective load management plans.
 5. Voluntary load reductions shall be requested of all other customers through appropriate media appeals.
 6. Load shedding of firm customer loads shall be initiated. Service so interrupted shall be of selected distribution circuits throughout the Company's service area. Such interruptions shall be consistent with the criteria established for essential health and safety customers and shall, insofar as practicable, be alternated among circuits. Records shall be maintained to insure that during subsequent capacity shortages, service interruptions may be rotated throughout the Company's service area in an equitable manner.
- D. LONG-TERM CAPACITY OR FUEL SHORTAGE** - The following actions shall be implemented until it is determined by the Company energy suppliers that any or all actions may be terminated. The public shall be immediately advised through appropriate media sources of the implementation of these procedures. If an emergency situation of long-term duration arises out of a long-term capacity or fuel shortage in the area which cannot be relieved by sources of generation within or outside the system, the following actions shall be taken in the order noted, as required:
1. Curtail use during hours of maximum system demand of nonessential energy on premises controlled by the Company including parking and large area lighting and interior lighting, except lighting required for security and safety, and other uses of energy both during and outside normal business hours.
 2. Initiate voluntary energy curtailment during hours of maximum system demand of all customers by requesting, through mass communication media, voluntary curtailment by all customers of a minimum of ten percent of their electric use. This use shall include lighting, air conditioning, heating, manufacturing processes, cooking, refrigeration, clothes washing and drying, and any other loads that can be curtailed or deferred to off peak hours.

(continued on Sheet No. C-47.00)

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EMERGENCY ELECTRICAL PROCEDURES

(Continued from Sheet No. C-46.00)

3. Implement procedures for interruption of selected distribution circuits during periods of maximum system demand on a rotational basis in accordance with specified load reduction amounts minimizing interruption to facilities which are essential to the public health and safety. The length of an interruption of any selected circuit should not exceed two hours and the total interruption should not exceed four hours in any 24 hour period without prior notification to the Michigan Public Service Commission.

If the above actions are made necessary because of a long-term fuel shortage, they will be continued in the order taken to maintain as nearly as possible a 30 day fuel supply.

- E. **EMERGENCY PROCEDURES OF WHOLESALE SUPPLIERS** - Where appropriate, the emergency procedures shall be the same as those placed in effect by the Company's wholesale for resale energy supplier(s).

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